

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 9 PAGES

2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 10 Oct 00		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE 3201 WASHINGTON, DC 20375-5326		CODE N00173		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TO ALL OFFERORS				(X)	9A. AMENDMENT OF SOLICITATION NO. N00173-00-R-MA02		
				X	9B. DATED (SEE ITEM 11) 18 SEP 00		
					10A. MODIFICATION OF CONTRACT/ORDER NO.		
					10B. DATED (SEE ITEM 11)		
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

The purpose of this amendment is to answer questions received in regards to RFP N00173-00-R-MA02 and provide replacement or new pages to the RFP or enclosures where necessary. The questions have been restated and then answered below:

1 What is the SIC Code and Size Standard for this procurement?

Effective October 1, 2000, Small Business Size Standards for all Federal Government programs will be those that SBA has established for industries as described in the North American Industry Classification System (NAICS). Size Standards for industries described in the Standard Industrial Classification (SIC) will no longer apply. In accordance with this change the code is as follows:

K-2 FILL IN FOR FAR 52.219-1 - SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 2000)

The fill in information is as follows:

The NAICS code for this acquisition is 561210

The small business size standard is \$5.0M.

2. Section I-4 Key Personnel - It appears that resumes are required for the On-Site Manager and for Functional Supervisors/Leads. How does NRL define Functional Supervisors? Who are the current Federal Employees who are considered to be "functional supervisors and/or leads" and what positions do they occupy. In Paragraph L-11, in addressing the requirements for a labor category and hours by skill category, the implication is that resumes are required for all labor categories? This would effectively require resumes for all positions being proposed, in addition to the resumes for the On-Site Manager and Functional Supervisors/Leads. What is the resume requirement?

The Key Personnel provision names those individual categories that must comply with this provision if a contract is awarded. That is, a contractor must provide those individuals proposed **by name** for those categories and cannot substitute them without complying with the provision.

Since each offeror may propose their own mix of staff to perform the tasks based on the workload estimates, the term *Functional Supervisors/Leads* was used as a way to describe the senior person in a category.

In Paragraph L-11, which is part of the solicitation that discusses the information required for evaluation of the proposals, resumes for a category of personnel is required. Therefore, if your proposal includes more than one person in the same category as necessary to perform the work, only one resume is required.

However, resumes must be provided for those individuals in a proposal who will function as a supervisor or lead.

- 3. Are any of the current Federal employees occupying positions and/or are classified as equivalent to Wage Determination requirements?**

The Service Contract Act is applicable to all contracts where the principal purpose is to provide services. It requires that a wage determination be included whenever there are classes of service employees expected to be required to perform the work covered. The Wage Determination #942103 Rev 21 Attachment (3) is therefore applicable and provides minimum wage and benefits information for those labor categories.

- 4. Paragraph 1.7.2 addresses the inventory of classified documents. Obtaining required security clearances for contractor staff can be a time consuming process that is not under the control of any company. Will NRL assist in expediting security requests, either during contract negotiations and/or during the life of the contract?**

NRL has no authority to assist in expediting security clearance requests but understands the concern. Each offeror should provide in their transition or start up information required under L-11 CORPORATE EXPERIENCE / MANAGEMENT APPROACH how they propose to handle this area.

- 5. Are there any union contracts in place and in effect for any of the functions contained in the solicitation?**

No

- 6. In Paragraph L-11, the solicitation requires that the offeror "Include requested square footage of space for any onsite workforce with diagram." In Attachment 1, paragraph 2.1.1 Facilities, it states "The government will provide to the contractor the office space and office furniture necessary for performance of this PWS from inventory currently available." Does this mean that the facilities that will be included on the on-site tour are not the facilities that will be made available to the contractor? If not, will NRL provide offerors with a listing of the "inventory", including office space layouts/square footage that will be "available from inventory"?**

The site visit will include all the office space currently in use by the government personnel.

- 7. Request that the government reconsider the requirement that a contractor provide personnel on site for a 30 day transition period at no cost to the government as stated in paragraph 1.13, Attachment 1.**

Other agencies, e.g., NASA have typically issued a separate Purchase Order for a small cadre of contractor personnel responsible for phase-in. Will NRL entertain this approach?

No

The PWS Paragraph 1.13.1 states that in order to ensure a smooth transition the "PA will be permitted" and "...may observe the government's current performance..."

- 8. Paragraph 2.1.2.1 indicates that an inventory will be taken jointly by the government and the contractor to determine, among other things, the working order of the equipment being provided by the government as listed in enclosure (4). If during that inventory, it is found that the government provided equipment is not in sufficient condition to meet the PWS requirements, will the government replace that equipment? If a critical task is in process and government equipment fails, will the government divert equipment from other activities? If, in order to complete a critical task, the contractor has to "lease" equipment, does the funding for that come from the \$183,000 for materials? Further, if a PWS requirement cannot be met because of the condition of the equipment, will this be factored into contractor performance assessments as delineated in the Performance Requirements Standards (Enclosure 3)?**

All GFE provided under this contract is in accordance with FAR 52-245-5 incorporated in Section I by reference.

- 9. In paragraph 2.3.1, the solicitation states that the government will provide a 30-day supply of materials to perform PWS startup. Will NRL now provide a listing of those materials? Does this mean that the contractor is responsible for providing all subsequent materials including routine office supplies, paper for the reproduction function, photographic paper, processing chemicals, etc. Will the contractor bill the costs for this material from the \$183,000 material "plug number"? Will the material funding be increased should tasking requirements dictate more rapid consumption than anticipated? Will the contractor be permitted to purchase materials and equipment at GSA prices?**

Paragraph 2.3.1 of the PWS states that the government will provide "an approximate 30-day supply of materials". Since this can change on an hourly basis, there is no listing of these materials but whatever is available will be provided to the contractor for use upon award of a contract. The contractor would then be required to provide all other materials.

The figure of \$183,000 is noted in Section L for evaluation purposes.

Section L-8 states that a Time and Materials contract is anticipated. This type is anticipated since it is not possible to accurately anticipate all the costs over the life of any award. Any resultant contract will, however, include a ceiling which the contractor exceeds at his own risk unless a subsequent change is made in the ceiling price.

Authorization to use GSA Federal Supply Sources will be in accordance with Section I FAR 52.251-1 Government Supply Sources incorporated by reference.

10. Equipment maintenance is addressed in paragraph 2.4. The solicitation addresses operational, service/repair/calibration. It is not clear whether or not the existing government service agreements for GFE include preventative maintenance as part of the "service" component? Is preventive maintenance included as a government provided service? System calibration, depending on the systems, can be an integral component of preventative maintenance, and therefore would be more properly accomplished by the government's service agreements - can this be clarified?

The government will provide preventive maintenance on that equipment it deems necessary. In PWS Paragraph 2.4 "operational maintenance" is that which is determined necessary on a daily, weekly or monthly, etc. basis in accordance with the owners manual as stated by the equipment manufacturer.

11. What are the provisions for silver recovery and monies received?

The government will provide in accordance with NRLINST 4010.1E which is now included in Enclosure (2).

12. Does NRL have standard "core" working hours, if so what are they? Does NRL operate a Compressed Workweek Schedule (CWS) - If so, are contractor employees covered by CWS?

See PWS Paragraph 1.8.

13. The PWS, attachment 1, Paragraph 2.2.10 requires the PA to use LABMIS - if an incumbent government employee operating this systems would decline an offer, will the government provide the training on this system?

NRL will provide instruction for data entry using the LABMIS system.

14. Paragraph 5.8 addresses the Imaging services. Numerous areas requiring clarification have surfaced as follows:

- A. Para 5.8.1 indicates that initial cost estimates cannot be exceeded without prior approval of the customer and the availability of additional funds. Photographic acceptability can be very subjective, e.g., is a "blue" Blue enough? Are there internal NRL instructions for resolution and funding of "re-do" for images that may well meet professional standards, but do not meet the subjective evaluation of the customer?**

See PWS Para. 4.3.4

- B. Various paragraphs cite the requirement for extended hours of support, shipboard support, field assignments, etc. If a contractor employee is assigned to provide services afloat, in the event of illness, can the employee use shipboard medical facilities? Will the contractor be billed for such services or does the government provide this? What is the extent of governmental liability for dangerous assignments, injury, etc.?**

The contractor is responsible for the health and safety of its employees. However, contractor employees may receive emergency care at military medical treatment facilities, for illnesses or injuries occurring at work, on a reimbursable basis. The Navy's regulations governing medical care entitlement and reimbursement procedures are published at Title 32, Code of Federal Regulations, Part 728, Subparts G and J, which may be accessed at <http://www.access.gpo.gov/nara/cfr> (National Archives and Record Administration, Office of the Federal Register).

Claims of Government liability for contractor employee injuries or deaths occurring on Government facilities or in conjunction with the performance of Government contracts are adjudicated in accordance with the Federal Tort Claims Act, published at Title 28, U.S. Code, Sections 2671-2680, which may be accessed at <http://www.uscode.house.gov> (Office of the Law Revision Counsel, House of Representatives).

- C. Since WD applies to this contract, and extended work hours may be required, apparently overtime is authorized in this contract? Does this require COTR approval, and if so how will this be handled in the event the contract employee is assigned to a field activity or to a ship? Does the government have data that indicated how much overtime and TDY was required for the past year or for an average of the past 3 years? If TDY is required and accommodations cannot be found at authorized Per Diem rates, will the government approved the additional lodging costs?**

Enclosure (5) includes those services that required travel over the last 12 months. Overtime, if required, must be approved by the COR. Costs are reimbursed by the Government in accordance with the clause FAR 52.232-7 Payments Under Time-And-Materials And Labor-Hour Contracts included by reference in Section I.

D. If travel is required, can the contractor use the Government contract carrier/rates?

The contracting officer will issue a letter per the sample wording below. The service provider, however, is not obligated to provide the same rates extended to the government.

SAMPLE:

To: Participating Vendor

Subj: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

Mr. John Jones, the bearer of this letter, is an employee of XYZ Corporation, which has a contract with this agency under Government contract number N00173-01-C-XXXX. During the period of the contract, from XX through XX AND WITH THE APPROVAL OF THE CONTRACT VENDOR, the employee is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. Government Contract City Pair fares are not available to Contractors.

E. Can contract employees obtain a government driver's license and be authorized to operate a government vehicle that can be used for local area and short distance, say 200 miles?

No vehicle is available or provided under the Enclosure (4), Government Furnished Equipment and Software for off site. Enclosure (4) does include a Cushman Scooter Motor, model # 898452 for on site use. A valid civilian drivers's license is required to drive a government vehicle.

F. Will the government provide specialized protective clothing if required?

The contractor is responsible for compliance with all health and safety regulations and the health and safety of its employees and all personalized safety equipment. However, when available, NRL will provide protective clothing for location photography.

If an imaging task requires equipment not provided by the government, will the government procure or lease the equipment? If the government requires the contractor to lease specialized equipment to accomplish a task, is the lease cost "covered" by the \$183,000 materials cost, or will a separate Purchase Request (PR) be used, or will some other process be followed? - Please clarify.

If equipment is not available to accomplish a task either from TIS or the government work request originator, the contractor will be required to provide what is necessary to accomplish the task.

NAVMILPERSCOMINST 1131.1A is cited; however, this directive was not noted on the enclosure 2 list of publications - will this be added to the library that will be available for offerors to visit.

NAVMILPERSCOMINST 1131.1A, pertaining to Official Military Service Records Photography, has been cancelled and superseded by Article 1070-180 of the Naval Military Personnel Manual (NAVPERS 15560C). Article 1070-180 is being added to the Instructions and Publications listed in Enclosure (2) of the PWS.

- I. Enclosure (5) leaves considerable room for various staffing requirements determination. For example, is the photo finishing quantity the total, including vendor processing or is this the total processed on-site? Other data appears incomplete. For example, under Work Load Control, the 2461 quantity is cited; however, the number of man-hours is not included. Is this value available?**

Performance-based service contracting emphasizes that all aspects of an acquisition be structured around the purpose of the work to be performed as opposed to the manner in which the work is to be performed. It is designed to ensure that contractors are given freedom to determine how to meet the Government's performance objectives, including subcontracting. The 18,972 shown on page 5 includes work performed on site in the government mini-lab. The 4473 are custom prints produced by a contractor off site. See RFP Section L-12.

Based on the above, the following **replacement** pages are included with this amendment.

Pages 11, 12, 16 of the RFP

Page 2 of Enclosure (4)

Pages 1 and 2 of Enclosure (2)

Page 21 of PWS (Attachment 1)

Based on the above, the following **new** page is included with this amendment.

Page 14 of Enclosure (4)

PART II - CONTRACT CLAUSES
SECTION I
CONTRACT CLAUSES

I-1 52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://heron.nrl.navy.mil/contracts/home.htm>

a. FEDERAL ACQUISITION REGULATION CLAUSES

<u>FAR CLAUSE</u>	<u>TITLE</u>
52.202-1	- Definitions (OCT 1995)
52.203-3	- Gratuities (APR 1984)
52.203-5	- Covenant Against Contingent Fees (APR 1984)
52.203-6	- Restrictions On Subcontractor Sales To The Government (JUL 1995)
52.203-7	- Anti-Kickback Procedures (JUL 1995)
52.203-8	- Cancellation, Rescission, And Recovery Of Funds For Illegal Or Improper Activity (JAN 1997)
52.203-10	- Price Or Fee Adjustment For Illegal Or Improper Activity (JAN 1997)
52.203-12	- Limitation On Payments To Influence Certain Federal Transactions (JUN 1997)
52.204-2	- Security Requirements (AUG 1996)
52.204-4	- Printed Or Copied Double-Sided On Recycled Paper (AUG 2000)
52.209-6	- Protecting The Government's Interest When Subcontracting With Contractors Debarred, Suspended, Or Proposed For Debarment (JUL 1995)
52.211-15	- Defense Priority Ad Allocation Requirements (SEP 1990)
52.215-2	- Audit And Records-Negotiation (JUNE 1999)
52.215-8	- Order Of Precedence - Uniform Contract Format (OCT 1997)
52.215-11	- Price Reduction For Defective Cost Or Pricing Data - Modifications (OCT 1997)
52.215-13	- Subcontractor Cost Or Pricing Data Modifications (OCT 1997)
52.215-14	- Integrity Of Unit Prices (OCT 1997)
52.217-8	- Option To Extend Services (AUG 1989)
52.219-8	- Utilization Of Small Business Concerns (OCT 1999)
52.219-9	- Small Business Subcontracting Plan (OCT 2000)
52.219-16	- Liquidated Damages - Subcontracting Plan (JAN 1999)
52.222-1	- Notice To The Government Of Labor Disputes (FEB 1997)
52.222-3	- Convict Labor (AUG 1996)
52.222-4	- Contract Work Hours And Safety Standards Act-Overtime Compensation (JUL 1995)
52.222-20	- Walsh-Healey Public Contracts Act (DEC 1996)
52.222-21	- Prohibition Of Segregated Facilities (FEB 1999)
52.222-26	- Equal Opportunity (FEB 1999)
52.222-35	- Affirmative Action For Disabled Veterans And Veterans Of The Vietnam Era (APR 1999)

1998)

- 52.222-36 Affirmative Action For Workers With Disabilities (JUN 1998)
- 52.222-37 Employment Reports On Disabled Veterans And Veterans Of The Vietnam Era (APR 1998)
- 52.222-41 Service Contract Act Of 1965, As Amended (MAY 1989)
- 52.222-43 Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option Contracts) (MAY 1989)
- 52.223-3 Hazardous Material Identification And Material Safety Data (JAN 1997)
- 52.223-5 Pollution Prevention And Right-To-Know Information (APR 1998)
- 52.223-6 Drug-Free Workplace (JAN 1997)
- 52.223-10 Waste Reduction Program (AUG 2000)
- 52.223-14 Toxic Chemical Release Reporting (OCT 2000)
- 52.225-8 - Duty-Free Entry (FEB 2000)
- 52.225-13 Restrictions On Certain Foreign Purchases (JUL 2000)
- 52.226-1 Utilization Of Indian Organizations And Indian-Owned Economic Enterprises (FEB 2000)
- 52.227-1 Authorization And Consent (JUL 1995)
- 52.227-2 Notice And Assistance Regarding Patent And Copyright Infringement (AUG 1996)
- 52.228-5 Insurance - Work On A Government Installation (JAN 1997)
- 52.229-3 Federal, State, And Local Taxes (JAN 1991)
- 52.229-5 Taxes - Contracts Performed In U.S. Possessions Or Puerto Rico (APR 1984)
- 52.230-2 Cost Accounting Standards (APR 1998)
- 52.230-6 Administration Of Cost Accounting Standards (NOV 1999)
- 52.232-7 Payments Under Time-And-Materials And Labor-Hour Contracts (MAR 2000)
- 52.232-8 Discounts For Prompt Payment (MAY 1997)
- 52.232-11 Extras (APR 1984)
- 52.232-17 Interest (JUN 1996)
- 52.232-18 Availability Of Funds (APR 1984)
- 52.232-23 Assignment Of Claims (JAN 1986)
- 52.232-25 Prompt Payment (JUN 1997)
- 52.232-33 Payment By Electronic Funds Transfer-Central Contractor Registration (MAY 1999)
- 52.233-1 Disputes (DEC 1998)
- 52.233-3 Protest After Award (AUG 1996)
- 52.237-2 Protection Of Government Buildings, Equipment, And Vegetation (APR 1984)
- 52.237-3 Continuity Of Services (JAN 1991)
- 52.239-1 Privacy Or Security Safeguards (AUG 1996)
- 52.242-13 Bankruptcy (JUL 1995)
- 52.243-3 Changes--Time-And-Materials Or Labor-Hours (AUG 1987)
- 52.245-1 Property Records (APR 1984)
- 52.245-5 Government Property (Cost-Reimbursement, Time-And-Material, Or Labor-Hour Contracts) (JAN 1986)
- 52.245-19 Government Property Furnished "As Is" (APR 1984)
- 52.246-25 Limitation Of Liability - Services (FEB 1997)
- 52.249-6 Termination (Cost - Reimbursement) (SEP 1996) Alternate IV (SEP 1996)
- 52.249-8 Default (Fixed-Price Supply And Service) (APR 1984)
- 52.249-14 Excusable Delays (APR 1984)
- 52.251-1 Government Supply Sources (APR 1984)

PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
SECTION J
LIST OF ATTACHMENTS

Attachment (1) –Performance Work Statement - 24 Pages, with :

Enclosure (1) – Minimum Personnel Qualifications - 3 Pages

Enclosure (2) – Instructions and Publications - 2 Pages

Enclosure (3) – Performance Requirements Summary - 2 Pages

Enclosure (4) – Government Furnished Equipment & Software - 14 Pages

Enclosure (5) – Workload Estimates - 5 Pages

J-2 Exhibit A - DD Form 1423, Contract Data Requirements - 5 Pages.

Attachment (2) – DD 254 Contract Security Classification Specification - 2 Pages.

J-4 Attachment (3) - Department of Labor Wage Determination 94-2103 Rev (21) - 10 Pages.

PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION K
REPRESENTATIONS, CERTIFICATIONS
AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS

Representations, Certifications, and Other Statements of Offerors or Respondents

Each Offeror **must** submit a completed Representations, Certifications, and Other Statements Of Offerors or Respondents with its proposal which is available electronically in full text at <http://heron.nrl.navy.mil/contracts/rep&certs.htm>

K-2 FILL IN FOR FAR 52.219-1 - SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 1999)

The fill in information is as follows:

The NAICS code for this acquisition is 561210.

The small business size standard is \$5.0M.

teleconferencing events that use NRL's services. The PA shall respond rapidly to correct any video teleconferencing problems.

5.8. IMAGING SERVICES

5.8.1. General. The PA shall provide imaging services to include studio; location; copy; aerial; and research, development, test, and evaluation (RDT&E) photography; still camera, digital camera, motion picture, and video documentation; high-speed film; video editing and duplication; photo film processing/ printing services, and digital imaging services. Any classified photo must be processed at an accredited facility or in house and inventoried in accordance with PWS 1.7.2. Cost estimating and work control are key components of the imaging service provided to customers. Consideration of time/labor as well as materials are factors in providing cost estimates. The PA shall provide written estimates in accordance with PWS 4.3 and include the timeframe to complete. Once the customer approves the initial estimate and submits the job, the PA shall accomplish the work order tracking in accordance with PWS 4.3.2. This initial estimate shall not be exceeded without prior approval of the customer and availability of additional funds.

5.8.2. Studio Photography. The PA shall provide studio photography to include but not be limited to portraits, official military service records photography, passport and visa photography, tabletop photography, and macro and large-item photography.

5.8.2.1. Portrait Photography. The PA shall perform portrait photography to include but not be limited to formal, group shots, and awards.

5.8.2.2. Official Military Service Records Photography. The PA shall perform official military service records photography as outlined in NAVPERS 15560C and Interlaboratory Memo dated 11 July 1991(as revised).

5.8.2.3. Passport and Visa Photography. The PA shall provide instant passport and visa photography for official government use only.

5.8.2.4. Table Top Photography. The PA shall perform tabletop photography to include but not be limited to photographing small objects with appropriate lighting and background.

5.8.2.5. Macro Photography. The PA shall perform macro photography to include but not be limited to the photography of very small objects. Extremely small objects may require use of a microscope for magnification effects.

5.8.3. Location Photography. The PA shall perform location photography to include but not be limited to emergency photography, shipboard and aerial photography, large-item and macro photography, tented photography, awards and group photography, retirements and other ceremonies, newsworthy photography and commercial and product photography. Location photography may require the use of a large-format camera to correct image perspective.

INSTRUCTIONS AND PUBLICATIONS

Publication	Title or Content	Mandatory (M) or Advisory (A)
DoD Directives and Instructions		
DoD Directive 3200.12	DoD Scientific and Technical Information (STI) Program (STIP)	M
DoD Directive 5040.3	DoD Joint Visual Information Services, Dec. 5.1985	M
DoD Directive 5230.24	Distribution Statements on Technical Documents	M
DoD Directive 5230.25	Withholding of Unclassified Technical Data from Public Disclosure	M
DoD Directive 5230.9	Clearance of DoD Information for Public Release	M
DoD Directive 5330.3	Defense Automated Printing Service (DAPS)	M
DODINST 3200.14	Principles and Operational Parameters of the DoD Scientific and Technical Information Program	M
DODINST 5230.29	Security and Policy Review of DoD Information for Public Release	M
DoD Web Policy Memo, July 18, 1997	Policy for Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service	M
DoN Instructions		
SECNAVINST 3900.29D	Standard Format Requirements for Scientific and Technical Reports	M
SECNAVINST 3900.43A	Navy Scientific and Technical Information Program	M
SECNAVINST 5216.5D	Department of the Navy Correspondence Manual	M
SECNAVINST 5510.30A	Department of the Navy Personnel Security Program Regulation	M
SECNAVINST 5510.36	Department of the Navy Information Security Program Regulation	M
SECNAVINST 5720.44A	Department of the Navy Public Affairs Policy and Regulations	M
SECNAVINST 5720.47	Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites	M
SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright	M
SECNAVINST 5870.6	Copyright in Works of Authorship Prepared by DoN Personnel	M
OPNAVINST 5090	Navy Environmental and Natural Resources Program Manual	M
OPNAVINST 5100.23	Navy Occupational Safety and Health Program Manual	M
OPNAVINST 5102.1C	Mishap Investigation and Reporting	M
OPNAVINST 5290.1A	Naval Visual Information Management and Operations Manual	M
OPNAVINST 5510.161	Withholding of Unclassified Technical Data from Public Disclosure	M
ONRINST 3900.36	Navy Scientific and Technical Information Program (STIP)	M
NAVPERS 15560C	Officer Photographs Article MILPERSMAN 1070-180	M
NRL Instructions/Publications		
NRLINST 2066.1C	Telephone Service at NRL	M
NRLINST 4110.1	NRL Hazardous Material Control and Management Program	M
NRLINST 4600.1J	Shipment of Materials and Equipment	M
NRLINST 4700.1B	Resident Building Monitor Program	M
NRLINST 5050.1N	Conference/Meeting Facilities	M
NRLINST 5050.6A	Technical Meetings; Notification of and Foreign National Attendance at	M
NRLINST 5070.1G	Procurement of Published Material	M
NRLINST 5100.13C	NRL Occupational Safety and Health Manual	M
NRLINST 5215.1P	NRL Directives System	A
NRLINST 5216.3H	NRL Supplement to the Navy Correspondence Manual	M
NRLINST 5239.1	NRL ADP Security Program	M
NRLINST 5290.1A	Audiovisual Services	M
NRLINST 5400.14P	NRL Organization Manual	A
NRLINST 5450.2	Delegation of Authorities to the Director, NRL Detachment, Stennis Space Center, MS (SSC)	M
NRLINST 5450.3	Delegation of Authorities to the Director, NRL Detachment, Monterey, CA (MRY)	M

Publication	Title or Content	Mandatory (M) or Advisory (A)
NRLINST 4010.1E	Recovery of Precious Metals From Scrap Materials	M
NRLINST 4650.18D	Travel Manual	M
NRLINST 5100.22C	Requirements for Entry Into Confined Spaces	M
NRLINST 5510.40D	NRL Security Manual	M
NRLINST 5600.10K	Official NRL Newspaper and Other Newsletters	A
NRLINST 5600.2	Publications Program	M
NRLINST 5720.2F	Public Affairs Program	A
NRLINST 5870.1	Use and Payout of Royalty Funds	M
NRLINST 5870.2G	Research Documentation Requirements	M
NRLINST 5870.6A	Copyright in Works of Authorship Prepared by Naval Research Personnel	M
NRLINST 6110.1A	Physical Requirements for U.S. Personnel Embarked on Navy Ships	M
NRLINST 7320.3G	Management of Controlled Property	M
NRLINST 7400.2	Payroll Manual	M
NRLINST 8020.1D	Explosives Safety Manual	M
NRLINST 12451.1A	NRL Incentive Awards Program	M
NRLINST 11320.1E	NRL Fire Prevention and Protection Manual	M
NRLNOTE 5239, 5 July '99	Maintenance of NRL Web Sites	M
NRLNOTE 5239, 12 May '99	Security of NRL Computer Networks	
NRL/PU/5230—96-293	Distributions Statements for Technical Publications	M
NRL/FR/5230—97-9869	NRL Report Formats	M
NRL/PU/5230—98-352	NRL Format Guide	M
NRL Memo 5000/1250, 7/11/91	Photographic Services for Incoming Military Personnel	M
Other Publications		
ANSI/NISO Z39.18-1995	Scientific and Technical Reports—Elements, Organization, and Design	M
ANSI/NISO Z39.23-1997	Standard Technical Report Number Format and Creation	M
JCP, Congress, U.S., No. 26, Feb. 1990	Government Printing and Binding Regulations, Joint Committee on Printing	M
Public Law 102-392, Section 207a (1992), as amended	Government Printing Office Oversight	M

GOVERNMENT-FURNISHED EQUIPMENT AND SOFTWARE

ITEM NAME	MANUFACTURER	MODEL	QTY
Camera Body	Nikon	N2020	1
Camera Remote Control Unit	Panasonic	WV-RC36	6
Camera Studio Electronic View Finder	Panasonic	WV-3805A	1
Camera Studio Electronic View Finder	Panasonic	WV-VF65B	5
Camera, Hi Speed Tracking	Milliken	DBMSC	1
Camera, Passport	Polaroid		1
Cassette Deck	Technics	RS-TR575	1
CD Duplicator	Rimage	Protege	1
CD Player	Pioneer	PD-M423	1
CD ROM	Plextor	12PLEX	1
CD Writer	Mitsubishi	CDRW-226	1
Cushman, Scooter Motor	OMC Lincoln	898452	1
Copy Stand, Cold Light	Kaiser	RB 5004	1
Color TV 13"	RCA	EMR358WR	2
Color TV, 27"	RCA	FMR710TR	1
Color TV, 27"	Sony	KV-27TS20	1
Color TV, 27"	RCA	F26020WN	1
Color TV, 52"	Panasonic	PT-51G63W	1
Color Video Camera	Cannon	Ci-10	1
Color Video Monitor	Panasonic	BTM1210Y	1
Color Video Monitor NTSC/PAL	Sony	PVM-1342Q	1
Computer	Power Computing	Pro 604/200	1
Computer	Gateway	E-3110	2
Computer	Gateway	E-4200	1
Computer	Apple	PowerMacintosh G3	13
Computer	Dell	OptiPlex GXi	3
Computer	Power Computing	PowerCenter Pro 210	1
Computer	Micron	Milliennia P133	1
Computer	Apple	PowerMac 8100/80AV	1
Computer	Magitronic	486/50	1
Computer	UMAX	SuperMac S900	1
Computer	Dell	PowerEdge 2300	1
Computer	Apple	PowerMac 8100/80AV	1
Computer	Micron	Milliennia 166	1
Computer	Apple	PowerMac 8600/200	1
Computer	Dell	Dimension XPSR450	1
Computer - Avid	Avid Technology	PCI Media	1
Computer - Mac	Super Mac	500	1
Computer	Apple	6400/200	1
Computer - Mac	Apple	M-1205 Centris 650	1
Computer - Mac	Apple	G4	1
Computer - Mac 8500/150	Apple	M3409	1
Computer - Notebook	Micron	XKE P200	1
Computer	Dell	Dimension 4100	2
Computer	Gateway	Select	1

GOVERNMENT- FURNISHED EQUIPMENT AND SOFTWARE

The following equipment , leased by
the Government, will be provided for
use under any resultant award.

ITEM NAME	MANUFACTURER	MODEL	QTY
	Canon	NP6085	1
Copier	Canon	Image Runner 550	1
	Xerox	Docucolor 40	1